

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF  
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

**P.O. Box 745  
Institute, WV 25112**

**Minutes**

**January 26, 2000**

**Small Conference Room  
West Virginia Rehabilitation Center  
Institute, West Virginia**

**ATTENDANCE:** Lee Dixon, Tom Bell, Steve King, Tim Morris, Trudy Oliver, Chris Miller, Jerry Tribble, Dee Wilder, & Susan Ellison

**APPROVAL OF MINUTES:** Tom Bell made a motion to approve the minutes. Jerry Tribble seconded the motion; motion carried.

**FINANCIAL REPORT:** Financial report given by Jerry Tribble reflects a balance of \$3,321.68.

**REPORT OF CHAIRMAN:** Lee Dixon ask the committee to welcome Jerry Tribble who will be representing Janice Holland for the West Virginia Division of Rehabilitation Services, and Susan Ellison who will be replacing Dee Wilder.

Discussion was held regarding pictures for the Committee's annual report. Steve King reported that the only picture that would be used is the Chairman's.

**REPORT OF EXECUTIVE SECRETARY:** There was no report from the Executive Secretary.

**REPORT OF WVARF EXECUTIVE DIRECTOR:** Steve King reported that Shawnee Hills has the contract to the Diamond Building for janitorial services. Shawnee Hills has a lease/purchase agreement on equipment from WVARF. WVARF has also provided training. Shawnee Hills staff are doing an excellent job.

**Chairman: Lee Dixon**

**Members: Linda Maniak, Jerry Tribble, Tom Bell, Jack McComas, Trudy Oliver**

**Ex Officio Members: Curt Curtis, Executive Secretary**

**Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities**

**OLD BUSINESS:** Chris Miller distributed a report of gross revenues. The Committee reviewed the report and noted increased revenues.


**NEW BUSINESS:** Tim Morris gave a presentation of a graphic chart demonstrating marketing efforts for WVARF. Tim also shared with the Committee an article in the State Journal dated December 27, 1999, regarding WVARF progress.

Steve King distributed a draft copy of an annual report for the Committee to review. Tom Bell recommended color to be used on the cover of the annual report. Tim Morris is checking on this possibility.

**CONTRACT PRESENTATION:** Contract renewals are Presort with Shawnee Hills, and Nicholas County Sheltered Workshop statewide soap contract. New contracts consisted of Department of Highways in Martinsburg, Department of Highways in Webster Springs, and document imaging with Precision Services. Tom Bell made a motion to accept the renewals and new contracts. Jerry Tribble seconded the motion; motion carried.

Tom Bell made a motion to adjourn the meeting. Jerry Tribble seconded the motion; motion carried.

**The time and place for the next meeting is February 16, 2000, 10:00 a.m. - 12:00 noon at the Institute Complex in the Small Conference Room.**

  
Submitted by Susan Ellison